

CAN YOU HELP LOOK AFTER OUR COMMUNITY CENTRE?

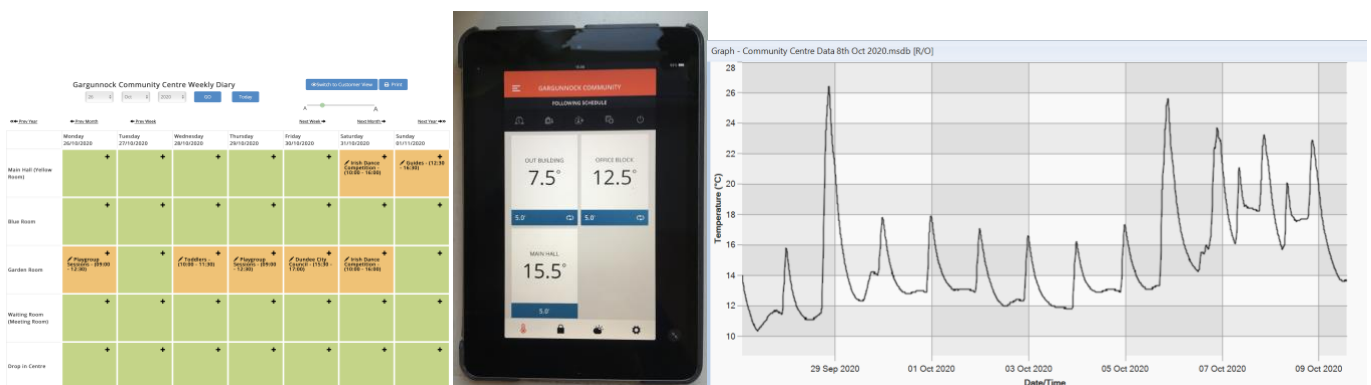
Gargunnock Community Trust is looking for someone to help with the Community Centre

Be part of the team – which includes an administrator, cleaner, boiler engineer and volunteer Trust Directors – who look after the Community Centre and will help ensure the smooth running of the Centre by monitoring the building and supporting users.

KEY ACTIVITIES

- Coordinate with the Administrator for details of bookings, heating and other user requirements, etc.;
- Assist/supervise the set-up of the stage, (about 5 times a year);
- Coordinate with the Cleaner to ensure the premises are cleaned to a high standard;
- Maintain stocks of tea/coffee, and janitorial supplies;
- Perform a weekly inspection of the buildings and emergency equipment to comply with fire regulations; and
- Open panel between rooms as required.

The annual budget for these services is £1,200. The post will suit someone who is already self-employed as this is a 'contract for service'. The average amount of time involved will be 10 hours per month although this can vary dependent on use. The post would suit someone who is available in the village during the day. We have a whole raft of technology to help manage the centre, including: The Hallmaster booking system, remote thermal monitoring and online control of the biomass heating system.



Help us manage the centre in the 21st Century.

For more information please contact:

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